

# WORK EXPERIENCE QUESTIONNAIRE

## CONFIDENTIAL

DATES OF EMPLOYMENT: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION: \_\_\_\_\_ DUTIES: \_\_\_\_\_

VERIFIED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

PART TIME: \_\_\_\_\_ FULL TIME: \_\_\_\_\_ SALARY: \_\_\_\_\_

1. How did the applicant follow company policy, rules and procedures? \_\_\_\_\_
2. How does the applicant react in stressful situations? \_\_\_\_\_
3. Do you have any reason to question the applicant's honesty and character? \_\_\_\_\_
4. Did the applicant experience any of the following problems at work? \_\_\_\_\_ Domestic? \_\_\_\_\_ Co-Workers? \_\_\_\_\_  
Absence or Tardiness? \_\_\_\_\_ Public/Ethnic Groups? \_\_\_\_\_ Disciplinary? \_\_\_\_\_

Explain: \_\_\_\_\_

Circle One	Excellent	Above Average	Average	Unsatisfactory
5. Job Performance	1	2	3	4
6. Communication Skills	1	2	3	4
7. Willingness to accept supervision	1	2	3	4
8. Initiative	1	2	3	4
9. Dependability	1	2	3	4
10. Appearance	1	2	3	4
11. Would you rehire the applicant?	Yes _____	No _____		
12. Would you recommend the applicant?	Yes _____	No _____ (explain below)		
13. Why did the applicant leave the job?	_____			

COMMENTS:

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